

COLUMBIA COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD

**259 NE Franklin, Suite 101
Lake City, FL 32055**

**MEETING LOCATION: LAKE SHORE HOSPITAL AUTHORITY
259 NE Franklin, Suite 102, Lake City, FL 32055**

**MEETING DATE & TIME: MAY 1, 2013
8:30 A.M.**

AGENDA

- 1. Call to Order: Commissioner Stephen Bailey**
- 2. Pledge to U.S. Flag**
- 3. Roll Call**
- 4. Request Guest to Sign In**
- 5. *Approve Minutes from Board Meeting Held March 20,2013**
- 6. *Accept the Financials for the Month Ending February and March 2013**
- 7. Old Business**
 - a.**
- 8. New Business**
 - a. Allison Megrath- Update on North Florida INTERMODAL Park**
 - b. Lisa Roberts- Update on Bell Road**
- 9. Director's Report – Jesse Quillen**
- 10. Other Discussion**
- 11. Next Advertised Meeting: June 05, 2013**
- 12. Adjournment**

***DENOTES BOARD ACTION REQUIRED**



Economic Development Board

March 20, 2013

The Economic Development Board (“EDB”) met in a regularly scheduled meeting. The meeting came to order at 8:30 a.m. at the Lake Shore Hospital Authority Building.

Committee Members Present:

Chairman Stephen Bailey
Terry Dicks
Marc Vann

Jeff Simmons (late)
Glenn Owens
Stephen Douglas

Charles Hall
Wendell Johnson

Committee Members Absent:

Gus Rentz

Others Present:

Economic Development Director Jesse Quillen
Deputy Clerk Sandy Markham
Attorney Joel Foreman

Minutes of February 06, 2013

There was a MOTION and a SECOND to approve the minutes. The motion carried unanimously.

Financial Report ending for the month of January 2013.

There was a MOTION and a SECOND to approve the report. The motion carried unanimously.

Old Business

None.

New Business

- (a) **North Florida Intermodal Park.** Allison Megrath wasn’t present to give the update.
- (b) **Demand/Capacity Study I-75/Hwy. 47.** Director Quillen reviewed a master plan showing a diagram for wastewater and reclaimed water lines.

Wendell Johnson gave a brief overview of the City’s plans moving forward and focusing on the area east of I-75. He also discussed demand capacity.

Director's Report

- (a) The *Columbia County Industrial Park* sign that faces SR 100 has fallen into a state of disrepair over the years. Jeff Simmons asked if it would be possible to ask the county to correct the problem and be in charge of maintenance. There was discussion.

It was agreed that Chum O'neal would be asked to inspect the sign to determine what it will take to repair it. There was further discussion that perhaps the Committee 100 should be responsible for bringing the sign up to standards, and then discussing with the County the possibility of having them assist with general sign maintenance and mowing around the sign.

- (b) FPL Buildings and Sites database is being compiled and can be viewed soon at: www.ccfledd.com. Director Quillen asked the Board to submit suggestions for other properties that maybe be added, ideas for improvements, etc.
- (c) Director Quillen and the Chamber of Commerce met with the Gibson Group, owners of the Gleason's Corner Mall and with Retails Strategies, a consulting group. The meeting included discussion on pursuing a vision for retail in Lake City, Columbia County.

Other

Director Quillen reported a productive and encouraging meeting last week with **Norfolk Southern**, which transports to the North and South. He said that he would continue to pursue and work with Norfolk on a spur, as well as working with CSX. Director Quillen will report as things develop. If it is possible, having a second railway could prove to be extremely beneficial to Columbia County.

There was a consensus to cancel the **April 03 meeting**. The Economic Development Board will meet again on **May 01 at 8:30 a.m.**

Adjournment

There being no further business, the meeting adjourned at 9:30 a.m.

Attest:

P. DeWitt Cason
Clerk of Circuit Court

Stephen Bailey, Chairman
Economic Development Board

Expense Account Transactions

Error

<u>PO NMB.</u>	<u>ACCT PER.</u>	<u>VENDOR/DESC</u>	<u>DATE</u>	<u>CD</u>	<u>ENC.</u>	<u>TRANS AMOUNT</u>	<u>ACCRUING BALANCE</u>
ECONOMIC DEVELOPMENT							
304-2000-552.10-12 ECONOMIC DEVELOPMENT / SALARIES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		137,851.00
	PAYROLL SUMMARY		2/7/2013	AJ	0.00	-4,230.77	95,543.29
	PAYROLL SUMMARY		2/21/2013	AJ	0.00	-4,230.77	91,312.52
304-2000-552.10-13 ECONOMIC DEVELOPMENT / TEMPORARY LABOR							
	BEGINNING BALANCE		1/2/2013	BB	0.00		-4,048.35
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	2/1/2013	AP	0.00	-614.63	-7,158.36
	DEBBIE MOATES WE1/27/13	WAL-STAF PERSONAL SERVICE	2/5/2013	AP	0.00	-475.31	-7,633.67
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	2/14/2013	AP	0.00	-499.90	-8,133.57
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	2/25/2013	AP	0.00	-626.92	-8,760.49
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	2/28/2013	AP	0.00	-610.53	-9,371.02
304-2000-552.10-21 ECONOMIC DEVELOPMENT / FICA TAXES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		10,546.00
	PAYROLL SUMMARY		2/7/2013	AJ	0.00	-301.13	7,512.17
	PAYROLL SUMMARY		2/21/2013	AJ	0.00	-301.13	7,211.04
304-2000-552.10-22 ECONOMIC DEVELOPMENT / RETIREMENT							
	BEGINNING BALANCE		9/12/2012	BB	0.00		12,195.00
	PAYROLL SUMMARY		2/7/2013	AJ	0.00	-266.54	9,529.60
	PAYROLL SUMMARY		2/21/2013	AJ	0.00	-266.54	9,263.06
304-2000-552.10-23 ECONOMIC DEVELOPMENT / HEALTH & LIFE INSURANCE							
	BEGINNING BALANCE		9/12/2012	BB	0.00		11,126.00
	PAYROLL SUMMARY		2/7/2013	AJ	0.00	-231.79	9,039.89
	PAYROLL SUMMARY		2/21/2013	AJ	0.00	-231.79	8,808.10
304-2000-552.10-24 ECONOMIC DEVELOPMENT / WORKERS COMP							
	BEGINNING BALANCE		9/12/2012	BB	0.00		248.00
	WC	PREFERRED GOVERNMENTAL INS. TRT	2/19/2013	AP	0.00	-15.45	107.49
	ANNUAL POLICY APRIL 2013	TREVOR HICKMAN INSURANCE, LLC	2/26/2013	AP	0.00	-0.98	106.51
304-2000-552.30-31 ECONOMIC DEVELOPMENT / PROFESSIONAL SERVICES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		10,000.00
	PROF. SERVICE	FOREMAN, MCINNIS & DOUGLAS, PA	2/11/2013	AP	0.00	-760.00	6,790.00
304-2000-552.30-41 ECONOMIC DEVELOPMENT / COMMUNICATIONS							

<u>PO NMB.</u>	<u>ACCT PER.</u>	<u>VENDOR/DESC</u>	<u>DATE</u>	<u>CD</u>	<u>ENC.</u>	<u>TRANS AMOUNT</u>	<u>ACCRUING BALANCE</u>
		BEGINNING BALANCE	9/12/2012	BB	0.00		10,000.00
		VERIZON VERIZON WIRELESS	2/19/2013	AP	0.00	-94.57	9,561.07
304-2000-552.30-44 ECONOMIC DEVELOPMENT / RENTAL & LEASES							
		BEGINNING BALANCE	9/12/2012	BB	0.00		15,000.00
		RENT FEB. 2013 ACE MART RESTAURANT SUPPLY CO	2/4/2013	AP	0.00	-1,000.00	9,322.24
		COPIER RENTAL MCCRI MON'S OFFICE SUPPLY	2/5/2013	AP	0.00	-53.64	9,268.60
		RENT FEB. 2013 ACE MART RESTAURANT SUPPLY CO	2/6/2013	AP	0.00	1,000.00	10,268.60
		RENT FEB. 2013 LAKE SHORE AUTHORITY	2/6/2013	AP	0.00	-1,000.00	9,268.60
		COPIES MCCRI MON'S OFFICE SUPPLY	2/25/2013	AP	0.00	-57.20	9,211.40
		RENTAL GREAT AMERICA FINANCIAL SVCS	2/25/2013	AP	0.00	-100.23	9,111.17
		RENT MARCH 2013 LAKE SHORE AUTHORITY	2/28/2013	AP	0.00	-1,000.00	8,111.17
304-2000-552.30-49 ECONOMIC DEVELOPMENT / OTHER CHARGES							
		BEGINNING BALANCE	9/12/2012	BB	0.00		0.00
		ED PICK UP WASTE PRO - LAKE CITY	2/11/2013	AP	0.00	-11.00	-11.00
304-2000-552.30-54 ECONOMIC DEVELOPMENT / DUES & SUBSCRIPTIONS							
		BEGINNING BALANCE	9/12/2012	BB	0.00		5,000.00
		DUES ROTARY CLUB OF LAKE CITY	2/11/2013	AP	0.00	-200.00	-644.40

Expense Account Transactions

Error

<u>PO NMB.</u>	<u>ACCT PER.</u>	<u>VENDOR/DESC</u>	<u>DATE</u>	<u>CD</u>	<u>ENC.</u>	<u>TRANS AMOUNT</u>	<u>ACCRUING BALANCE</u>
ECONOMIC DEVELOPMENT							
304-2000-552.10-12 ECONOMIC DEVELOPMENT / SALARIES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		137,851.00
	PAYROLL SUMMARY		3/7/2013	AJ	0.00	-4,230.77	87,081.75
	PAYROLL SUMMARY		3/21/2013	AJ	0.00	-4,230.77	82,850.98
304-2000-552.10-13 ECONOMIC DEVELOPMENT / TEMPORARY LABOR							
	BEGINNING BALANCE		1/2/2013	BB	0.00		-4,048.35
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	3/12/2013	AP	0.00	-704.78	-10,075.80
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	3/12/2013	AP	0.00	-643.31	-10,719.11
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	3/22/2013	AP	0.00	-631.02	-11,350.13
304-2000-552.10-21 ECONOMIC DEVELOPMENT / FICA TAXES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		10,546.00
	PAYROLL SUMMARY		3/7/2013	AJ	0.00	-301.13	6,909.91
	PAYROLL SUMMARY		3/21/2013	AJ	0.00	-301.13	6,608.78
304-2000-552.10-22 ECONOMIC DEVELOPMENT / RETIREMENT							
	BEGINNING BALANCE		9/12/2012	BB	0.00		12,195.00
	PAYROLL SUMMARY		3/7/2013	AJ	0.00	-266.54	8,996.52
	PAYROLL SUMMARY		3/21/2013	AJ	0.00	-266.54	8,729.98
304-2000-552.10-23 ECONOMIC DEVELOPMENT / HEALTH & LIFE INSURANCE							
	BEGINNING BALANCE		9/12/2012	BB	0.00		11,126.00
	PAYROLL SUMMARY		3/7/2013	AJ	0.00	-231.79	8,576.31
	PAYROLL SUMMARY		3/21/2013	AJ	0.00	-231.79	8,344.52
304-2000-552.10-24 ECONOMIC DEVELOPMENT / WORKERS COMP							
	BEGINNING BALANCE		9/12/2012	BB	0.00		248.00
	WC	PREFERRED GOVERNMENTAL INS. TRT	3/26/2013	AP	0.00	-15.45	91.06
304-2000-552.30-31 ECONOMIC DEVELOPMENT / PROFESSIONAL SERVICES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		10,000.00
	PROF. SERV.	FOREMAN, MCINNIS & DOUGLAS, PA	3/12/2013	AP	0.00	-1,590.00	5,200.00
304-2000-552.30-40 ECONOMIC DEVELOPMENT / TRAVEL & PER DIEM							
	BEGINNING BALANCE		9/12/2012	BB	0.00		20,000.00
F51227	CDC EXP.	BANK OF AMERICA	3/11/2013	AP	205.62	-205.62	19,006.90
F51227		BANK OF AMERICA CDC EXP.	3/11/2013	EN	205.62	0.00	18,801.28

<u>PO NMB.</u>	<u>ACCT PER.</u>	<u>VENDOR/DESC</u>	<u>DATE</u>	<u>CD</u>	<u>ENC.</u>	<u>TRANS AMOUNT</u>	<u>ACCRUING BALANCE</u>
F51454	LODGING/MEALS	BANK OF AMERICA	3/21/2013	AP	306.39	-306.39	18,801.28
F51454		BANK OF AMERICA LODGING/MEALS	3/21/2013	EN	306.39	0.00	18,494.89
F51504	LUNCH MEETINGS/SHIRTS	BANK OF AMERICA	3/25/2013	AP	295.68	-295.68	18,494.89
F51504		BANK OF AMERICA LUNCH MEETINGS/ SHIRTS	3/25/2013	EN	295.68	0.00	18,199.21
F51504		BANK OF AMERICA LUNCH MEETINGS/ SHIRTS	3/25/2013	EN	-295.68	0.00	18,494.89
F51504		BANK OF AMERICA LUNCH MEETINGS/ SHIRTS	3/25/2013	EN	295.68	0.00	18,199.21
304-2000-552.30-41 ECONOMIC DEVELOPMENT / COMMUNICATIONS							
	BEGINNING BALANCE		9/12/2012	BB	0.00		10,000.00
	VERIZON	VERIZON WIRELESS	3/25/2013	AP	0.00	-84.61	9,476.46
304-2000-552.30-44 ECONOMIC DEVELOPMENT / RENTAL & LEASES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		15,000.00
	QT. ALARM MONITOR ED	SECURITY SAFE CO.,INC.	3/14/2013	AP	0.00	-72.00	8,039.17
	RENT APRIL2013	LAKE SHORE AUTHORITY	3/25/2013	AP	0.00	-1,000.00	7,039.17
304-2000-552.30-49 ECONOMIC DEVELOPMENT / OTHER CHARGES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		0.00
	WASTE PRO (ED)	WASTE PRO - LAKE CITY	3/19/2013	AP	0.00	-22.00	-33.00
304-2000-552.30-51 ECONOMIC DEVELOPMENT / OFFICE SUPPLIES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		3,000.00
	RE-LAUNCH FEE	BLANE, CANADA LTD.	3/14/2013	AP	0.00	-1,500.00	978.54
F51454	CLEANING SUPPLIES	BANK OF AMERICA	3/21/2013	AP	14.45	-14.45	978.54
F51454		BANK OF AMERICA CLEANING SUPPLIES	3/21/2013	EN	14.45	0.00	964.09
304-2000-552.30-55 ECONOMIC DEVELOPMENT / TRAINING							
	BEGINNING BALANCE		9/12/2012	BB	0.00		2,000.00
F51454	TRAINING/SUB	BANK OF AMERICA	3/21/2013	AP	164.98	-164.98	2,000.00
F51454		BANK OF AMERICA TRAINING/SUB	3/21/2013	EN	164.98	0.00	1,835.02
304-5530-552.70-71 ECONOMIC DEVELOPMENT / PRINCIPAL							
	BEGINNING BALANCE		9/12/2012	BB	0.00		381,655.00
	LOAN PAYMENT CC BANK	COLUMBIA BANK	3/26/2013	AP	0.00	-102,927.31	177,053.56
	LOAN PAYMENT CC BANK	COLUMBIA BANK	3/26/2013	AP	0.00	-19,552.26	157,501.30

INSIDER'S REPORT – April 23, 2013

RETAIL \$\$\$

The opportunity to pursue retail that originated with the Economic Development department has been handed off to the Lake City | Columbia County Chamber to vet. The Chamber Board is considering a proposal from Retail Strategies out of Birmingham, AL. This study would include a gap analysis and a peer analysis of similar markets.

Unemployment - March 2013

The latest unemployment numbers are out and Columbia County unemployment continues to improve. The unemployment rate for March 2013 is 6.4%. Just a year ago, in March 2012, the unemployment rate was 8.2%. The March 2013 rate of 6.4% is the lowest unemployment rate since 2008 when unemployment averaged 5.5% in Columbia County. Columbia County unemployment continues to be slightly better than both the Florida and U.S. averages which were 7.0 and 7.6 respectively.

News

North Florida INTERMODAL PARK:

Plum Creek continues to make good progress with development plans on the 2600 acre North Florida INTERMODAL PARK (NFIP). Of particular interest is the fact that a good, open dialogue has been established with the United States Forestry Service and discussions are now ongoing about the location of the much needed rail spur.

Workforce Training:

As industry begins to locate and occupy the planned 8 million square feet at the NFIP our greatest need will undoubtedly be providing a skilled and trained workforce. I am happy to report that officials from Florida Gateway College, Plum Creek and Columbia County Economic Development recently met to begin laying plans for a workforce training center. Our plans are to grow this conversation to include existing industry leaders as we seek funding opportunities to build and staff a workforce training facility.

NFIP Panel Discussions:

During the previous years, many individuals and numerous State Agencies have been involved in the development of Plum Creek's North Florida INTERMODAL PARK. We now have two opportunities to share this story with many others around Florida. The first occasion will be at the June FEDC Conference in Orlando. The second opportunity will be at the American Planning Association 2013 Conference in September and also in Orlando.

Project Activity

Potential Prospects:

Two proposals were submitted this past month with a combined capital investment of \$50 million dollars and employment of 130 people.

Bell Road Project:

County and City officials are working cooperatively together to plan for the needed infrastructure as the 2015 paving project approaches. Determining costs and responsibility is no easy task and I appreciate the cooperation of all parties.



Submitted by: JesseQuillen

April 23, 2013

INSIDER'S REPORT – April 23, 2013

WEBSITE CHANGES:

Site selectors and prospects searching for available buildings and sites may now do so through our website at www.ccfledd.com.

A couple of changes that are worthy of your attention:

Buildings & Sites dropdown button now has a "Search" tab for buildings and sites. We are trying to identify properties to add to this database.

At the bottom of the home page you will notice a link to the Florida Virtual Entrepreneur Center for those looking to start a new business or improve operations in their existing business.

Economic Development Staff

I am happy to announce the hiring of Debbie Motes as the EDD Office Manager. Debbie has been with us for some time now on a temporary basis but is now on-board as a permanent employee. She has been doing a fantastic job and I'll know you'll join me in welcoming her to the team.

Mark Your Calendar

The next EDAB meeting will be held on May 1. Our guest speaker will be Allison Megrath with Plum Creek.



Submitted by: JesseQuillen

April 23, 2013